

# Employee Invention Disclosure Form (India)

Structured form for employees to disclose inventions and trigger the Company's IP review process

## HOW TO USE THIS TEMPLATE

1. Complete this form for EVERY invention, innovation, or creative work made in the course of employment.
2. Submit within 14 days of conception or reduction to practice — do not delay.
3. Describe the invention in plain language — legal and patent-specific language comes later.
4. Indicate prior art you are aware of — this helps the patent attorney conduct the search.
5. This form triggers the Company's IP review process and initiates any patent filing decision.

## PART A — EMPLOYEE AND INVENTION DETAILS

Employee Full Name	[Full legal name as per employment records]
Employee ID / Payroll Number	[Employee ID]
Department / Team	[Department name]
Designation / Role	[Job title]
Manager / Reporting Authority	[Direct manager's name]
Date of Employment Commencement	[DD Month YYYY]
Date of this Disclosure	[DD Month YYYY]
Title of Invention / Innovation	[Short descriptive title — e.g. 'Automated Invoice Reconciliation Algorithm']
Technical Domain	[Software / Hardware / Chemistry / Biotechnology / Electronics / Process / Design / Other]
Type of IP Likely Involved	[Patent / Copyright / Trade Secret / Design / Trademark / Multiple — describe]

## PART B — DESCRIPTION OF THE INVENTION

Describe the invention in sufficient detail that a colleague in your field could understand what it is and how it works. Do not use overly technical jargon — the patent team will help refine the description. Attach additional pages if needed.

**What problem does this invention solve?**

[Describe the technical or business problem that this invention addresses. Be specific.]

**What is the invention? (Describe what it does and how it works)**

[Describe the core concept, mechanism, or process. Include diagrams or flowcharts as attachments if helpful.]

**What makes this invention new or different from existing approaches?**

[Identify what you believe is novel — what has not been done before.]

**How is this invention useful to the Company's business?**

[Describe the commercial application and potential business value.]

**What are the key technical components or steps?**

[List the essential technical elements. If software, describe the algorithm or data structure at a high level.]

**Are there alternative ways to achieve the same result?**

[Describe any alternative implementations you have considered.]

**PART C — CONCEPTION AND DEVELOPMENT**

<b>Date of First Conception</b>	[DD Month YYYY — date you first had the complete inventive idea]
<b>Date of First Reduction to Practice</b>	[DD Month YYYY — date you first built, tested, or demonstrated it]
<b>Was a prototype or proof-of-concept built?</b>	[Yes / No — if Yes, describe briefly]
<b>Location where invention was developed</b>	[Company office / Home / Other — specify]
<b>Was Company equipment or resources used?</b>	[Yes / No — if Yes, specify what]
<b>Was Company Confidential Information used?</b>	[Yes / No — if Yes, specify what]
<b>Was this developed during working hours?</b>	[Entirely / Partially / Outside working hours]
<b>Was this developed as part of your assigned duties?</b>	[Yes / No — if No, explain]

**PART D — INVENTORS AND CONTRIBUTORS**

List ALL persons who contributed to the conception of the invention. Contributing to reduction to practice only (e.g. building what someone else conceived) does not make a person an inventor.

Name	Employee ID	Department	Contribution to Invention	Employee / External
[Submitting Employee]	[ID]	[Dept]	[Describe specific contribution to conception]	Employee
[Name]	[ID]	[Dept]	[Describe specific contribution to conception]	Employee
[Name]	[ID]	[Dept]	[Describe specific contribution to conception]	Employee
[Name]	[ID]	[Dept]	[Describe specific contribution to conception]	Employee

**PART E — PRIOR ART AND EXISTING SOLUTIONS**

List any existing patents, publications, products, or other approaches you are aware of that are related to this invention. Honest disclosure of prior art is important for the patent attorney to assess patentability.

Reference	Type	How it differs from your invention
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[Patent number / Publication title / Product name]	[Patent / Paper / Product / Website]	[Describe the key difference]

## PART F — EXTERNAL DISCLOSURES AND THIRD-PARTY OBLIGATIONS

Has this invention been disclosed to anyone outside the Company?	[Yes / No — If Yes, provide details: to whom, when, and under what conditions]
Has any part of this invention been published or publicly presented?	[Yes / No — If Yes, provide publication details and date]
Is any part of this invention related to work done for a previous employer?	[Yes / No — If Yes, describe]
Does any third party (previous employer / university / government) have any potential claim?	[Yes / No — If Yes, describe]
Does this invention use any third-party IP, open-source, or licensed technology?	[Yes / No — If Yes, specify what]

## PART G — COMMERCIALISATION POTENTIAL

Estimated commercial significance	[High / Medium / Low / Uncertain]
Potential product or feature this enables	[Describe]
Approximate development investment to date (time)	[X hours / X person-months]
Recommended IP protection strategy	[Patent filing / Trade secret / Copyright registration / Trademark / No protection needed / Unsure]
Urgency of filing (if patent)	[File immediately / Within 6 months / Within 12 months / No urgency]
Any statutory bar risk?	[Yes / No — has there been any public disclosure that could bar patent filing? If yes, describe]

## PART H — ATTACHMENTS

Item	Description	Attached?
Technical drawings or diagrams	[Describe what is attached]	Yes / No
Source code or pseudocode	[Describe what is attached]	Yes / No
Prototype photos or screenshots	[Describe]	Yes / No
Lab notebook / development log entries	[Date range and page numbers]	Yes / No
Prior art references	[Patent numbers, URLs, or printed copies]	Yes / No

### PART I — EMPLOYEE DECLARATION

I, the undersigned, declare that: (a) the information provided in this Disclosure Form is complete, accurate, and truthful to the best of my knowledge; (b) I have disclosed all inventors and contributors I am aware of; (c) I have disclosed all prior art and third-party rights I am aware of; (d) I understand that this invention may be owned by the Company under my Employment Agreement and the applicable IP assignment provisions; (e) I agree to cooperate fully with the Company's IP team and any external patent attorneys in any patent prosecution or IP registration process relating to this invention; and (f) I have not made any public disclosure of this invention beyond what is stated in Part F above.

SUBMITTING EMPLOYEE	CO-INVENTOR 2 (IF ANY)
[Full Name]	[Full Name]
Signature: _____	Signature: _____
Employee ID: _____	Employee ID: _____
Date: _____	Date: _____

### PART J — FOR OFFICE USE ONLY

Field	Entry
Disclosure Reference Number	[IDF-YYYY-NNN]
Date Received by IP Team	[DD/MM/YYYY]
Received by (IP Manager / Legal)	[Name and signature]
IP Review Decision	[File patent / Maintain as trade secret / No IP protection needed / Refer for further analysis]
Provisional Patent Application to be filed	[Yes / No — Target filing date: DD/MM/YYYY]
External Patent Attorney Assigned	[Firm name and contact]
Decision communicated to Employee on	[DD/MM/YYYY]
Notes	[Any additional notes from IP Manager]

#### IMPORTANT NOTE

**TIMING IS CRITICAL:** Patent applications in India must be filed before any public disclosure, use, or sale of the invention. Once public disclosure occurs, the 12-month grace period under Section 31 of the Patents Act 1970 begins. Do not delay submission of this form. Any doubt about timing should be resolved by immediate submission and consultation with the IP team.

## LEGAL FRAMEWORK AND COMPANY IP POLICY CONTEXT

**K.1 Legal Basis for Ownership.** Under Section 17 of the Indian Copyright Act 1957, copyright in a work created by an employee in the course of their employment vests in the employer unless the employment contract provides otherwise. Under the Patents Act 1970, while patents are prima facie owned by the inventor, employment agreements typically include assignment provisions that require employees to assign all work-related inventions to the employer. By signing their employment agreement, the employee has already agreed to such assignment. This Disclosure Form is a procedural mechanism to document and track inventions so that appropriate IP protection can be pursued in a timely manner.

**K.2 Why Prompt Disclosure Is Critical.** Patent filing strategy depends critically on timing. Under Section 29 of the Patents Act 1970, a patent application must generally be filed before any public disclosure (though Section 31 provides a 12-month grace period for disclosures at exhibitions or by the applicant). Once a competitor or member of the public sees the invention, the novelty clock starts ticking. A delay in submitting this disclosure form could cost the Company the opportunity to file a valid patent application. Employees are expected to submit this form within 14 days of first conceiving the inventive idea — not after reduction to practice or after any public demonstration.

**K.3 Trade Secret Alternative.** Not every invention is best protected by a patent. Patent applications are published 18 months after filing and become public knowledge. Where the Company's competitive advantage lies in keeping a process or formula secret (rather than excluding competitors from using it), trade secret protection may be more valuable than a patent. The IP team will evaluate the most appropriate protection strategy for each disclosed invention. The employee's role is to disclose fully and promptly — the strategic decision on protection method rests with the Company.

**K.4 International Filing Considerations.** If the Company's business is international or the invention may be commercialised globally, the Company may need to file patent applications in multiple jurisdictions under the Patent Cooperation Treaty (PCT). PCT filing must generally occur within 12 months of the earliest priority date. Timely invention disclosure enables the Company to protect its international filing options. Employees who are aware that an invention may have international commercial significance should flag this in Part G of this Form.

**K.5 Employee Recognition.** The Company recognises that innovations and inventions are created by its employees and wishes to acknowledge this. Where the Company files a patent application based on this disclosure, the inventing employee(s) will be named as inventor(s) on the patent application in accordance with the Patents Act 1970. The Company may, at its sole discretion, implement an inventor recognition or reward programme to acknowledge significant inventions. Any such programme shall be described separately and does not form part of this Disclosure Form.